

# Kentucky Revenue Cabinet

## Specifications for Electronic Submission of Annual Employee Wage and Tax Information via File Transfer Protocol (FTP)

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# **ELECTRONIC FILING Via FTP**

## **PURPOSE**

The Kentucky Revenue Cabinet (KRC) offers File Transfer Protocol (FTP) as an alternative method of submitting the Reporting of Annual Employee Wage and Tax Information. Regulation 103 KAR 18:050 Section 5 requires employers doing business in Kentucky with 250 or more employees must report annual wage and tax information magnetically (or electronically).

KRC no longer accepts the 9 track, half-inch magnetic reel as an acceptable media for reporting the annual employee wage and tax information. Therefore, active submitters as well as new submitters have to begin convert to file via tape cartridge (mainframe based), 3 & ½ inch disk or the FTP electronic method (both PC based). FTP is an ideal alternative as a means to submit the wage and tax reporting to KRC by offering smooth & efficient submission of this deliverable.

## **GENERAL INFORMATION**

The KRC supports and requires the same file layouts that SSA do, with the only exception that for Tax Year 2000 we cannot yet accept the Magnetic Media Reporting Electronic Format (MMREF). This means that employers who currently (or are beginning) to submit using the tape or diskette layouts can easily use FTP. Also the KRC follows the SSA's lead to improve submission procedures and prepare for the future. Therefore, the KRC is again supporting FTP to also be progressive in new technologies to further automate these reporting requirements.

The underlying philosophy behind FTP is that the data is already being created electronically. It only makes great business sense to send this information securely via FTP rather than putting it on a tape cartridge or diskette, then paying a third party deliverer. In the past, the KRC has had to return media asking for a corrected report from the employer / transmitter. Several built in edits in FTP will prevent many of these cases. One can clearly imagine all the other efficiencies that are gained from using FTP.

KRC is very excited about FTP because it not only streamlines the processing of the wage and tax information for us but it offers an easy and secure way to meet the filing requirements for the employer!

## **HOW FTP WORKS**

Like electronic mail (eMail), FTP works by transferring files using Transmission Control Protocol / Internet Protocol (TCP/IP) as a basis. This builds the foundation allowing communications between networks and computers regardless of the technologies implemented in each network. Also important is that every host in the network has a unique IP address.

The KRC has designed a Revenue FTP program (that is provided to the employer / transmitter at no cost) to enable the FTP functionality for this deliverable! It is enveloped by install shield software to make the installation easy. KRC will assign a Personal Identification Number (PIN) and clarify FTP procedures when the employer declares intention to send annual wage & tax reports to the KRC FTP site. The KRC requires some information as to the employer's personal computer system, network and some contact information. Also, cooperation between KRC and the employer / transmitter regarding test FTP submissions, and data formats MAY need to occur before production FTP transmission attempts.

Once the FTP electronic connection is made, the employer (using our program) will place their file (the wage & tax report) on KRC's FTP server. It is important to note that this FTP file layout is exactly the same as the layout required by tape cartridge, and diskette media submission to KRC and SSA! Therefore, only a move to a newer, easier method of submission such as FTP is required.

**Please note:** Because of our error, we could not accept diskette layout files in the past but KRC has NOW enabled our FTP program to transfer this format for tax year 2000, filing season beginning in January, 2001!

During the transfer, KRC will run validation routines and virus protection on all incoming data. After successful completion of the FTP session, the KRC will notify the employer of the successful FTP and disconnect the employer.

If you have any questions, please contact:

**KRC's FTP Group**

Brad Carroll, KRC Systems Consultant

Phone = 502) 564-6033 ext. 4800

Fax = 502) 564-9571

Email = [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us)

## SECURITY

The Federal government mandates that strong security measures are established when handling Federal tax information. Since the incoming wage and tax information via FTP may contain Federal tax information, the KRC has designed and controls the entire FTP process with a high level of security. From the FTP program on your PC's desktop to the controlled physical and system security access on KRC's FTP server, this process is entirely safe! The KRC is using standard encryption techniques to secure the file data during the transmission of the employee wage and tax reports over the FTP connection. In addition, a combination of your Federal Employer Identification Number (FEIN#) and a KRC assigned Personal Identification Number (PIN) must be used in order to establish secure connection with the KRC server. Plus, a Secure Socket Layer (SSL 3.0) safeguards / pipelines the data in transmission plus a series of accountability and audit trails are maintained by the KRC upon connection to further control access. The KRC is confident in the level of security with FTP. If any further questions in this area, please contact Brad Carroll, KRC System Consultant at 502) 564-6033 ext. 4800.

## HOW TO GET STARTED

Preparing your office to FTP is relatively simple. If you got these specifications you should be close to being ready to FTP!

1. **However, please ensure KRC is notified of your intentions to submit the annual report via FTP as described below. Complete the Form # 42A808 - Request Form for Authorization of Submission of Annual Employee Wage & Tax Reporting via FTP and send to KRC.**
2. The KRC will assign you a PIN# and clarify FTP procedures and specifications upon declaring your intention to submit annual wage & tax information via FTP. Some information as to system specifications, network and contact information must be provided to the KRC. ***Please Note: It is important to get your system / network administrator involved ASAP so as to ensure that you have the proper FTP capabilities. In the past, employers intended to FTP but never worked with their systems staff. We provided the software BUT they later discovered that limitations in their system or network prevented them from connecting to us via FTP. Please notify & work them up front to ensure your success.***
3. The KRC has developed a FTP program (provided to you at no cost) to enable you to FTP to us! Our FTP program is enveloped by install shield software to make the installation easy. **Download the FTP executable program from our web site <http://www.state.ky.us/agencies/revenue/ftpsoftware.htm> and install the FTP program at your office. Again, it is available at no cost!**
4. Once you install the FTP program, cooperation regarding transfer methods, data formats, and test FTP submissions **may** occur before transmission attempts to get you ready for production. See "How To Install FTP" on page 8 for more information.
5. Once the FTP program is started & the FTP connection is made, our program will automatically place the file (the wage & tax report) on our FTP server. **It is important to note that this FTP file layout is exactly the same as the**

**layout required of tape cartridge, and diskette media submission to the KRC & SSA! Therefore, only a move to a newer, easier method of submission is required.**

If you have any questions, please contact Brad Carroll, KRC System Consultant at 502) 564-6033 ext. 4800.

## **AUTHORIZATION TO FILE VIA FTP**

**The employer / transmitter must contact the KRC, using Form # 42A808 – Request Form for Authorization of Submission Via FTP, to declare intentions to submit via FTP and obtain the current FTP specifications, and the FTP program. The employer must be prepared to provide the following information:**

1. Name, Address and Federal Employer Identification Number (FEIN) of organization or firm requesting to enable FTP.
2. Name, title, telephone number and email address of person to contact regarding the request for setup of FTP.
3. Estimated number of employees to be reported via FTP.
4. Identification of the type of PC equipment, networks & “firewalls” if any. Please see “What Is Needed To FTP” section on page 7 for more information.
5. Indicate whether you have received & installed the FTP program from our web site  
( <http://www.state.ky.us/agencies/revenue/ftpsoftware.htm> )

**Please complete the form on the following page and return to KRC ASAP to get started!**

**Send To :**

**KRC's FTP Group**

**Brad Carroll, KRC System Consultant**

**Phone = 502) 564-6033 ext. 4800**

**Fax = 502) 564-9571**

**Email = [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us)**

# Request Form for Authorization of Submission of Annual Employee Wage & Tax Reporting via FTP:

KRC Form # 42A808

The KRC has **no** application or authorization request form or procedures in submitting annual wage and tax reports magnetically. However, you as the employer or transmitter must contact the KRC to declare intentions to submit via FTP, obtain the current specifications and the FTP executable. In doing so please provide the following information:

## 1. Name, Address and Kentucky Withholding Tax Account Number of person, organization or firm requesting to enable FTP

Business Name \_\_\_\_\_ \* + FEIN \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

## 2. Name, title and telephone number of person to contact regarding the request for setup of FTP

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Title \_\_\_\_\_ Email Address \_\_\_\_\_

## 3. Estimated number of employees to be reported via FTP \_\_\_\_\_

## 4. Identification of the type of equipment CPU \_\_\_\_\_ RAM \_\_\_\_\_

Operating System \_\_\_\_\_ Internet Browser \_\_\_\_\_

Does your office have a Firewall? \_\_\_\_\_

What kind of email network are you connecting through? \_\_\_\_\_

Please submit the request to:

### FTP Group

Brad Carroll, Kentucky Revenue Cabinet Systems Consultant

200 Fair Oaks, Station #27

Frankfort, KY 40620

Phone = 502) 564-6033 ext. 4800

Fax = 502) 564-9571

Email = [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us)

\* If more than one FEIN number is involved, please use the FEIN of the submitting / transmitting entity. For example, if Acme's Tax Service (ATS) is the submitting entity, use ATS' FEIN.

+ Please **DO NOT** provide your 6 digit Kentucky withholding account # in lieu of your 9 digit Federal Employer Identification Number (FEIN).

**Please Note:** It is important to get your system / network administrator involved ASAP so as to ensure that you have the proper FTP capabilities. In the past, employers intended to FTP but never worked with their systems staff. We provided the software BUT they later discovered that limitations in their system or network prevented them from connecting to us via FTP. Please notify & work them up front to ensure your success!

## **GENERAL FTP REQUIREMENTS**

- The FTP'd file must be recorded in American Standard Code for Information Interchange (ASCII) and no record should be longer than 275 character positions.
- The file layout is IDENTICAL to that required of the magnetic media tape cartridge or disk requirements. However, Please note that for Tax Year 2000 we cannot yet accept the Magnetic Media Reporting Electronic Format (MMREF).
- The FTP'd file **must** contain A, B, E records in addition to the S record (s) for each employee.

## **WHAT IS NEEDED TO FTP (Minimum Requirements)**

<b>1. Hardware</b>	CPU	486 Megahertz speed or greater
	RAM	Minimum of 16 MB
	Disk Space	The FTP program is approximately 5.87 MB.
<b>2. Software</b>	Windows Operating System	Microsoft's Windows NT, Windows 95, Windows 98, Windows 2000  ***Sorry, Not Yet Available for MacIntosh OS
	Browser	Microsoft's Internet Explorer 3.2 or Netscape's Navigator
<b>3. Internet Access</b>		

**The employer or transmitter using FTP must use the FTP program that is written and provided by the KRC!**

***Please Note:** It is important to get your system / network administrator involved ASAP so as to ensure that you have the proper FTP capabilities. In the past, employers intended to FTP but never worked with their systems staff. We provided the software BUT they later discovered that limitations in their system or network prevented them from connecting to us via FTP. Please notify & work them up front to ensure your success!*

## **HOW TO INSTALL FTP:**

The KRC has enveloped the FTP program by an install shield software to make the installation easy and smooth. KRC will provide the FTP host IP address, Login ID, Password bundled in the FTP program. Therefore, simplifying what is needed for you to install and run the FTP program. The KRC provides the FTP program to the employer or transmitter at no cost and is available via download from our web site at <http://www.state.ky.us/agencies/revenue/ftpsoftware.htm>.

- 1** Click on the hyperlink above --or-- under the "Technical" heading at <http://www.state.ky.us/agencies/revenue/publications.htm> to retrieve the compressed Revenue FTP program. When you unzip the FTP program, the downloaded file will extract into 18 files, that are needed to run the Revenue FTP Program, onto the disk space that you designate.
- 2** Run **setup.exe** to initiate the install programming. This will copy all files needed by the Revenue FTP program to the appropriate folder on your PC.
- 3** Upon prompting by the install program, review the install appropriately and click the **Next** button to continue the installation process. Please follow the instructions on the screen continuing until the install is complete.
- 4** Once the install program is complete, you will have a Revenue FTP icon on your desktop. To launch the program, double click on the Revenue FTP icon.

**5                    IMPORTANT: Please contact KRC to receive your PIN so you can connect & transfer to KRC's FTP server.**

Also, If you have any questions regarding the Revenue FTP program install or transfer process, please contact Bradley Carroll at Kentucky Revenue Cabinet, Phone: 502) 564-6033 x 4800, Fax: 502) 564-9571 or via email: [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us) .

**HOW TO TRANSFER USING FTP:**

Please follow the below instructions to transfer employee wage & tax reporting to the Kentucky Revenue Cabinet via Revenue FTP program.

- Step 1**            Enter your nine-digit Federal Employer Identification Number (FEIN) in the blue entry field to right of "Federal ID" field.
- Step 2**            Enter your four-digit Personal Identification Number (PIN) in the blue entry field to right of the "PIN #" field. Your PIN is assigned by the Kentucky Revenue Cabinet.
- Step 3**            Please enter your complete Email address to enable KRC to confirm your transmit.
- Step 4**            Enter your complete path & file name to select the file that you want to transfer –OR-- click on the "Select File" button to browse and select the file. After finding the file this way, highlight the file and click on the "OK" button. This file name should appear in the blue entry field to right of the "Select File" button.
- Step 5**            After the entry of the file in the above entry field click on "Begin Transfer" button to begin the transfer functions. Please monitor the display windows headed "Transfer Dialog" and Error Dialog" as well as the "...Progress Monitor..." at the bottom of the screen for the status of the transfer.

After the Revenue FTP program progresses and completes correctly, you will see "File Transfer Successful" in the blue "...Progress Monitor...". This means your file passed all security measures and was transferred to our office in Frankfort, KY. Otherwise, there is some problem(s). Please view the "Error Dialog" window by scrolling up or down as appropriate. If any indications here, correct the error and retry. Also, Revenue FTP program will generate an email confirming KRC's receipt to the email address you provided as to the details of the successful transfer.

**A TYPICAL FTP SESSION:**

After the employer has assembled the annual employee wage and tax file:

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Employer's PC Establishes Contact With KRC using TCP/IP Connection &amp; FTP Program.</li><li>2. Employer enters FEIN# and assigned PIN#.</li><li>3. KRC FTP Server Validates Incoming &amp; Authorizes Access.</li><li>4. KRC FTP Server Replies to FTP Contact.</li></ol> |
|--|



5. Employer's PC Enters a Single Login Mode.
6. KRC FTP Server Establishes Secure Socket Layer for FTP.
7. KRC FTP Server & Employer's PC Performs Virus Protection of Data.
8. Employer's PC Initiates/Completes File Transfer via FTP.
9. KRC further processes the FTP'd data.
10. KRC Confirms Transmittal Electronically via Email.

## FOR TECHNICAL QUESTIONS:

All technical questions concerning preparation and FTP submittal should be referred to:

### **FTP Group:**

Brad Carroll, KRC Systems Consultant

Phone = (502) 564-6033 ext. 4800

Fax = (502) 564-4206

Email = [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us)

## FILING DEADLINE:

Annual reports should be submitted (FTP'd) to the Kentucky Revenue Cabinet by the last business day of January of each year.

## **ANNUAL WAGE & WITHHOLDING TAX REPORTING FILE LAYOUTS**

**It is important to note that the FTP programming receives the SAME file length & layout as expected by disk or cartridge submitters**, with the only exception that for Tax Year 2000 we cannot yet accept the Magnetic Media Reporting Electronic Format (MMREF). **This program will reject any file format that does not conform to these basic specifications!** Please contact Brad Carroll at 502) 564-6033 ext. 4800 or [brad.carroll@mail.state.ky.us](mailto:brad.carroll@mail.state.ky.us) if any questions.

## DATA RECORD DESCRIPTIONS

The following is a description of the data records that are used to create the FTP file. Use the information below as well the list of technical requirements and specifications in the following sections of this manual to prepare the W-2 Copy A reports. Also, follow the SSA guidelines for the file layout of these records. Remember: **submit** the CODE A, B, and E records as appropriate with the S records for each employee.

## TRANSMITTER RECORD:

#### CODE A (1A & 2A For Disk Layout)

This record identifies the organization submitting the file. This could be the employer or a third party transmitter. The CODE A record must be the first data record on each file. This includes the 4-digit tax year, the FEIN number, the transmitter name and address.

### **BASIC INFORMATION RECORD:**

#### CODE B (1B & 2B For Disk Layout)

This record identifies the type of equipment used to generate the file. The CODE B record must be the second data record on each file.

The CODE B record should contain the address where the file can be returned if the Kentucky Revenue Cabinet is unable to process it; The Kentucky Revenue Cabinet will also use the address information in this record to send annual filing instructions / revisions.

Address entries should be specific enough to ensure proper delivery and must be made precisely according to the specifications.

### **EMPLOYER RECORD:**

#### CODE E (1E & 2E For Disk Layout)

This record identifies an employer whose employee wage and tax information is being reported. Generate a new CODE E record each time it is necessary to change information in any field on this record.

DO NOT create a CODE E record for an employer that does not have at least one employee (CODE S record) with monies to report.

If a submission containing multiple employer reports (more than one Code E record on a submission) is returned for correction, make the necessary correction(s) and return the entire submission to the Kentucky Revenue Cabinet.

### **SUPPLEMENTAL RECORD:**

#### CODE S (1S & 2S For Disk Layout)

This record(s) identifies the employee information. Please generate a new CODE S record(s) for each employee (i.e. If the employer has 2500 employees, there should be 2500 CODE S records submitted).

### **SEQUENCE OF RECORDS**

Proper record sequence is important! For example, each submission must contain at least one CODE A, B and these must come at the beginning of the file being submitted. The remainder of the file should next be all Code E record(s) and all CODE S immediately subsequent to the appropriate CODE E record.

If the file being submitted contains more than one CODE E record (employer) the appropriate CODE S records must follow. For example, the file from a transmitter with 3 employers with 5, 10 and 25 employees respectively should appear as follows:

CODE S ...

CODE S ...

CODE S ...

CODE S ...

CODE S ...

CODE S ...

## **APPENDIX**

### **Frequently Asked Questions & Answers Regarding FTP**

- *I'm not sure I have the computer equipment or technical know how...What Do I Need To FTP?*

There are three basic areas of computer systems needed. The MINIMUM requirements are:

<b>1. Hardware</b>	CPU	486 Megahertz speed or greater
	RAM	Minimum of 16 MB
	Disk Space	The FTP program is approximately 5.7 MB.
<b>2. Software</b>	Windows Operating System	Microsoft's Windows NT, Windows 95, Windows 98, Windows 2000 *Sorry, not Yet Available for MacIntosh OS
	Browser	Microsoft's Internet Explorer 3.2 or Netscape's Navigator
<b>3. Internet Access</b>		

Many employers have easily answered their FTP ability question by working with their Network Administrator for any FTP settings or PC configurations needed on their end. We recommend to you, the employer, to work with such staff on your end to optimize your ability to FTP as efficiently as possible. Contact Brad Carroll at 502) 564-6033 ext. 4800 or <mailto:Brad.Carroll@Mail.State.Ky.Us> if you have any questions.

- *As an employer, am I required to test the FTP process, including our file layout, and my ability to establish FTP connection?*

No, the KRC does not require FTP testing, but it may occur. However, you (the FTP sender) must initiate the testing process. There are basically two things to test in the FTP process, 1). Ensuring that you are sending an acceptable file layout and 2). Ensuring that your PC can make an FTP connection.

To Ensure That You Are Sending An Acceptable File... For Tax Year 2000, filing season beginning in January of 2001, the only acceptable file layouts are either tape cartridge, with records 275 positions long --or-- disk, with records 128 positions long. You can FTP a test file to us. However, you must include the characters TEST in the upper, left position of the file for obvious reasons. Also, you must contact Brad Carroll at 502) 564-6033 ext. 4800 or <mailto:Brad.Carroll@Mail.State.Ky.Us> to notify of your intentions to send an FTP test.

To Ensure that your PC can make an FTP connection... Most PCs have no problem establishing an FTP connection because the technical ability to enable FTP is inherit in many computers. Many employer's FTP to various other organization frequently and we foresee no problem for you. However, some PCs are on a network or are connected to the Internet behind a "firewall" or through a proxy server. Therefore, these PCs may experience difficulty establishing an FTP connection. If you are unsure, you may also test your FTP connection ability with us in conjunction with the TEST file described above.

- *I already have an FTP program & I like it because I understand it & it works for me. I don't want to have to learn another software. Am I required to use the KRC's FTP program?*

Yes, you must use the KRC developed FTP program. Our FTP program is a **very simple** communication software compared to most tools such as WS\_FTP. It is also available on our web site **at no cost** to you and takes generally a few minutes to download & install. See <http://www.state.ky.us/agencies/revenue/ftpsoftware.htm>. The reasons you must use our FTP program include that our FTP program has several components, such as encryption and compression functions as well as our Internet Protocol (IP) address, embedded in our program. Therefore, making the use of our FTP program even more secure, yet simpler!

- *I'm a 3<sup>rd</sup> party transmitter. Does the KRC accept multiple companies information from such service bureaus?*

Yes, 3<sup>rd</sup> party transmitters, such as a CPA firm or a payroll organization, may FTP their clients information to us, the KRC. Please see the following question and answer for more information regarding FTP and 3<sup>rd</sup> party transmitters.

- *If KRC accepts files from 3<sup>rd</sup> Party Transmitters like me, do I need an FTP PIN for **each** client –or– one PIN for them all (since they are being FTP'd by me)?*

The answer to this question depends on if you, the 3<sup>rd</sup> party transmitter, intend to send us one file including all clients' information –or– separate files containing the individual client's employer and employee information. Therefore, If you intend to combine all client's employer and employee information into one file then you need one PIN assigned to your FEIN. If you intend to FTP separate files, each unique to each client's employer and employee information, then you need one for each client assigned to their FEINs.

In either case, you may submit one Request Form for Authorization of Submission of Annual Employee Wage & Tax Reporting via FTP, KRC Form # 42A808 with a client list and their FEINs attached. **However, it is important to note on the request form IF you wish to submit separate files and need a PIN for each client!**

- *After the KRC FTP program is loaded on my PC and I'm attempting to FTP, I click on the "Begin Transfer" button to initiate the FTP process. What does it mean when the words "ESTABLISHING CONNECTION" appear and remain the last entry in my "Transfer Dialog" window?*

The appearance of these words ("ESTABLISHING CONNECTION") represents that your PC is beginning to establish an FTP connection out from your PC. If these words remain the last entry and the FTP program does not go on, it means that the FTP beginning connection cannot be found by the FTP program by your PC. 1). Check to see if your modem is on and active & 2). Ensure that your internet connection is also active on your PC. If you have any further questions, please do not hesitate to contact Brad Carroll at 502) 564-6033 ext. 4800 or email [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us).

- *After I click on the "Begin Transfer" button to initiate the FTP process, What does it mean when the words "SEND DATA INVOKED" appear and remain the last entry in my "Transfer Dialog" window?*

The appearance of these words ("SEND DATA INVOKED") means that your PC has established connection to our FTP server in Frankfort and is attempting to transfer the file using FTP. However, if these words remain there is something (a firewall or proxy server, etc.) at your site that is limiting any FTP transactions. Therefore, the transfer is halted for this reason. Many transmitters have gotten around this by talking with their Network Administrator staff to enable FTP

transactions. Also, another solution is to establish and run the FTP program on another PC “outside your network”. If you have any further questions, please do not hesitate to contact Brad Carroll at 502) 564-6033 ext. 4800 or email [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us).

- *After the KRC has assigned a Personal Identification Number (PIN) to my Federal Employer Identification Number (FEIN) does this original PIN expire?*

No, your PIN does NOT expire. Even from a different tax year or filing season, your PIN will remain the same and secured to your FEIN. Even after a successful FTP from your site or FEIN, the PIN associated does NOT expire. **Therefore, you may use the same FEIN & PIN combination from year to year.** There is no need to RE-request a PIN every year. If you have any further questions, please do not hesitate to contact Brad Carroll at 502) 564-6033 ext. 4800 or email [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us).

- *We have nearly 3 thousand employee records to report. Is any file too large or too small to FTP to the Kentucky Revenue cabinet?*

No, unlike email that may have limitations on the file size that you may transmit, our FTP lines and our FTP server is unlimited in the size of file that we can accept via FTP. Also, our FTP program encrypts and compresses your file upon FTP transmission. Therefore, the FTP'd file is a fraction of the original size. Also, another advantage to FTP is that many employers have had to create multiple pieces of media (3.5" disks or cartridges) to deliver their files. This means having to manually handle and mail multiple pieces of a file. With FTP, no matter the file size, whether 300 employees or 30,000 employees, the speed, accuracy, and secure delivery of this information is effectively accomplished.

If you have any further questions, please do not hesitate to contact Brad Carroll at 502) 564-6033 ext. 4800 or email [Brad.Carroll@mail.state.ky.us](mailto:Brad.Carroll@mail.state.ky.us).